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**TO: Economic Support Supervisors  
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Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens  
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**BHCE/BWP OPERATIONS MEMO**

**No: 04-17**

**DATE: 03/30/2004**

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input checked="" type="checkbox"/>		
Other	EP	<input type="checkbox"/>	★		

**PRIORITY: HIGH**

**SUBJECT: Closing Welfare-to-Work (WtW) Program Files in CARES Database**

**EFFECTIVE DATE:** Immediately

**PURPOSE**

The purpose of this memorandum is to instruct Welfare-to-Work (WtW) Program grantees and service providers to stop enrolling WtW participants in the Client Assistance for Re-Employment and Economic Support (CARES) database, and to closeout all current participant files in the database.

**BACKGROUND**

The U.S. Department of Labor, Employment and Training Administration (US DOL/ETA) notified all states of a grant modification to rescind 1999 WtW funds in accordance with Section 105 of the consolidation Appropriations Act, 2004 (Public Law 108-199). This modification terminates the Fiscal Year 1999 grant effective January 23, 2004.

Earlier this month, the Department of Workforce Development/Division of Workforce Solutions (DWD/DWS) sent Welfare-to-Work (WtW) grantees notice that the U.S. Department of Labor expects states to take a number of actions to avoid and/or minimize disallowed costs.

Those actions include the following:

- Cease all new program expenditures effective January 23, 2004 - except for costs related to administrative closeout of the program. This will include the termination of all related sub agreements.
- Cease all program activities **except prepaid/severable training activities**. Participants may continue to the end of the prepaid severable period, e.g., semester. However, this does not include such activities as On-the-Job Training (OJT), Work Experience and Supportive Services since these are considered new expenditures.
- Explore and implement options for the transitioning of active WtW participants to WIA and other programs for the completion of their service plans, where possible.
- Follow established Federal cost principles and administrative rules and established and applicable personnel procedures in preparing for the orderly closeout and separation of program staff, where applicable.

## **ACTION**

The following actions must be taken:

1. Stop enrolling and adding program participants in the CARES database.
2. Closeout and remove all current participant files from the CARES database.
3. The only exception to closing out a participant file are those participants who were enrolled in prepaid and severable training activities **on or before January 23<sup>rd</sup>, 2004**. Participants may continue to the end of the prepaid severable period (e.g., semester). This does not include such activities as On-the-Job Training (OJT), Work Experience and Supportive Services since these are considered new expenditures.

## **WtW CARES COMPLETION INSTRUCTIONS**

Local agencies are responsible for completing all CARES reporting for services provided in WtW, as well as closing out all applicable WtW program records. For individuals not engaged in an approved training activity prior to 1-23-04 as defined above, these records must be closed out as of 1-23-04 or earlier, although backdated reporting in CARES can be done through the end of April 2004. In summary this includes:

- Retrieve listing of open WtW cases using WPFN - these will all have to be closed in WtW in CARES.
- Complete all applicable WtW activities on WPCS.
- Complete WtW program participation on WPWI.
- Complete disenrollment on WPDS if the individual is only open in WtW.

**NOTE ➤** If it is necessary to back-date the dates on closing out a WtW activity on WPCS or entering the WtW completion date on WPWI, workers will have the ability to do that. The latest date that should be used in back-dating is 1-23-04, to coincide with the WtW program closure date. Workers must complete closing out WtW individuals by the end of April 2004.

The following detailed instructions will explain how to complete the above steps.

### Identify open WtW cases

WtW workers will first need to identify their caseload of WtW individuals. This can be accomplished by using the search screen WPFN.

On WPFN, a worker should enter the WP office number(s) in which WtW individuals might be open. WtW individuals could be open in one of two WP offices in a given county, the W2 WP office, which begins with either a "0" or "1", or the FSET office which begins with a "2". Workers should check both WP office types in searching for WtW individuals. One way to search both offices at once is to use the county number rather than a specific office number. It may be helpful to search for counts in each office initially. Also plan on searching WPFN several times to catch any updates or additions that occur after the batch date of the WPFN data (See UPDATED ON Date on WPFN).

The exception to this rule is Milwaukee County, which is divided into six regions. Workers in Milwaukee should search by the office number associated with their region. For instance, workers in Region 1 should search office 1571 (the W2 WP office for region 1) and office 2571 (the FSET WP office for region 1.)

Below is an example of searching for WtW individuals using the W2 WP office number for region 1 in Milwaukee. This sample search uses a case manager ID xct266 to narrow the search to a particular work programs case manager's portion of the caseload. An "O" for "open" must be placed next to the WT IND field to pull up open WtW individuals:

WPFN	REQUEST TO "FIND" INFORMATION		12/16/03 11:27
	(FIXED "AND" SEARCH CRITERIA)		XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-			
STATE/COUNTY: _____	OFFICE: 1571	WDA: _____	PROGRAM: _____ WP REG: _____ IM REG: _____
CASE MGR ID: XCT266	ESS: _____	ZIP: _____	REG NO: _____ CENSUS: _____
LANG CD: _____	EDU: _____	REFERRAL DATE: _____	THRU _____ SUB PGM: _____
EARNED INCOME: _____	DATE OF BIRTH: _____	THRU _____	SEX: _____
VEHICLE AVAILABLE: _____	D.L: _____	TYPE: _____	DISABILITY: _____ JRI: _____ E/SC COD: _____
OPEN EP: _____	RFGE: _____	VTRN: _____	TRBL MBR: _____ W2 SLOT: _____ ABAWD: _____ GRAD STS: _____
LF STATUS: _____	LAST CONTACT: _____		THRU _____ SYS STAT: _____
CF: _____	2PAR: _____	HISP/LAT: _____	AMR IN/AK: _____ ASIAN: _____ BLK: _____ HI/PAC: _____ WHITE: _____
**WT SPECIFIC	WT IND: O	TGT POP: _____	WT TYPE INDIV: _____ RECIP 30: _____
*WT PGM TYPE: _____	STAND ALONE TR: _____	PRS CONT: _____	
WA IND: _____	WA PGM TRK: _____	WA TYPE INDIV: _____	
COMPONENT CD: _____	COMPONENT BEGIN DATE: _____		THRU _____
PHASE: _____	DOT: _____	COMPONENT ANT END DATE: _____ THRU _____	
STAFF ID: _____	PROV ID: _____	FUND SRCE: _____	SCH HOURS: _____ THRU _____
EMP PROV ID: _____	SITE ID: _____	DISP CD: _____	ACT CD: _____
-----			
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ? : N			
Total Individuals meeting the Search criteria :			30
PF14 WPM L			
NEXT TRAN: _____	PARMS: _____		

Workers can also use WPFN to identify their portion of the WtW caseload currently participating in the approved training activities. For instance, if the WtW worker wanted to see which portion, if any, of their WtW caseload is participating in Adult Basic Education training (CARES Component code BE) and entered this training between 1-01-2004 and 1-23-2004, the search on WPFN would look like the following:

```

WPFN                                REQUEST TO "FIND" INFORMATION                02/25/04 09:53
                                (FIXED "AND" SEARCH CRITERIA)                XCT266 K CLOUGH
SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
STATE/COUNTY:  _____ OFFICE: 1571 WDA:  _____ PROGRAM:  _____ WP REG:  _____ IM REG:  _____
CASE MGR ID: XCT266 ESS:  _____ ZIP:  _____ REG NO:  _____ CENSUS:  _____
LANG CD:  _____ EDU:  _____ REFERRAL DATE:  _____ THRU  _____ SUB PGM:  _____
EARNED INCOME:  _____ DATE OF BIRTH:  _____ THRU  _____ SEX:  _____
VEHICLE AVAILABLE:  _____ D.L:  _____ TYPE:  _____ DISABILITY:  _____ JRI:  _____ E/SC COD:  _____
OPEN EP:  _____ RFGE:  _____ VTRN:  _____ TRBL MBR:  _____ W2 SLOT:  _____ ABAWD:  _____ GRAD STS:  _____
LF STATUS:  _____ LAST CONTACT:  _____ THRU  _____ SYS STAT:  _____
CF:  _____ 2PAR:  _____ HISP/LAT:  _____ AMR IN/AK:  _____ ASIAN:  _____ BLK:  _____ HI/PAC:  _____ WHITE:  _____
**WT SPECIFIC WT IND: O TGT POP:  _____ WT TYPE INDIV:  _____ RECIP 30:  _____
*WT PGM TYPE:  _____ STAND ALONE TR:  _____ PRS CONT:  _____
WA IND:  _____ WA PGM TRK:  _____ WA TYPE INDIV:  _____
COMPONENT CD: BE COMPONENT BEGIN DATE: 01 01 2004 THRU 01 23 2004
PHASE:  _____ DOT:  _____ COMPONENT ANT END DATE:  _____ THRU  _____
STAFF ID:  _____ PROV ID:  _____ FUND SRCE:  _____ SCH HOURS:  _____ THRU  _____
EMP PROV ID:  _____ SITE ID:  _____ DISP CD:  _____ ACT CD:  _____
-----
DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ? : N

PF14 WPML
NEXT TRAN:  _____ PARMS:  _____
RETURN FROM HELP FUNCTION

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Once a match is made on WPFN, workers can press PF14 to access WPML, which provides a listing of the individuals meeting the search criteria. An example of WPML is shown below:

```

WPML                                MATCHED LISTING                        12/16/03 11:43
                                XCT266 K CLOUGH
TOTAL INDIVIDUALS MATCHING THE SEARCH CRITERIA:      30
OFFICE: 1571

CO OFF CASE LAST NAME PIN SSN REG SUB
MGR ID ID
40 1571 XCT266 COOPER G 91005xxxxx 336 xx xxxx V
40 1571 XCT266 HARRISON H 01004xxxxx 557 xx xxxx V
40 1571 XCT266 IDS W 71005xxxxx 331 xx xxxx M
40 1571 XCT266 JANSEN K 01004xxxxx 369 xx xxxx V
40 1571 XCT266 LESTER M 71005xxxxx 887 xx xxxx V
40 1571 XCT266 PEARLMAN L 51005xxxxx 667 xx xxxx V
40 1571 XCT266 SMALLS L 81004xxxxx 544 xx xxxx V
40 1571 XCT266 SPANTEST H 11005xxxxx 367 xx xxxx M
40 1571 XCT266 YATES J 91005xxxxx 887 xx xxxx V
40 1571 XCT266 TESTAGAIN H 91005xxxxx 455 xx xxxx M
40 1571 XCT266 BRADY K 31004xxxxx 447 xx xxxx V

PF13 WPFN UPDATED ON: 12 12 03 PAGE: 0001 OF 0003
NEXT TRAN:  _____ PARMS:  _____ MORE...

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Once the appropriate population of WtW individuals has been identified for a specific office and worker, workers are now ready to close them out on a one-by-one basis. Keep in mind that there may be cases assigned to other workers, maybe ones no longer in the agency. All applicable WtW cases must be closed, regardless of the worker assignment. **Again, WtW individuals who were engaged in approved training activities prior to 1-23-04 should not be closed out.**

#### Complete activity reporting on WPCS/WPCH

The first step of this process is to check to see if there are any WtW specific components open for the individual on screen WPCH. A WTW specific component is one that is funded entirely by

the WtW program and should have the WTFL fund source code listed as the component's fund source. Since WtW individuals enrolled in approved training before 1-23-04 will remain open, workers will not need to complete approved training activities until the training actually ends. However, if the individual is open in other funded WtW activities, those activities should be closed.

Workers should be careful not to close out a component that might be shared by the WtW program and another program, such as W2 or FSET. This might include components with the WTMX fund source, which indicates the component is jointly funded between WtW and some other fund source. Since the fund source indicates WtW funding, CARES will prevent WtW program completion along as any component has the WTMX fund source listed on the component. If the WTMX funded component is to remain open after WtW is closed, the worker will need to change the fund source from WTMX to some other code. WtW Workers should consult other program staff, if necessary, in making this decision. **Shared activities must be discussed locally among the programs to determine if they will continue without WtW funding. CARES should be updated to reflect any necessary changes.**

As stated, WtW components with the WtW fully funded source code (WTFL) must be closed out prior to completing the WtW episode, while components with the WTMX fund source must either be closed or the fund source code must change to reflect some other source. Closing a component on WPCP requires placing a C in the field above the component and hitting ENTER, as shown below:

#### FUNDING SOURCE: WTFL

WPCP	COMPONENT/STATUS HISTORY		12/17/03 14:58
PIN: 6100512483	REGION: 0005	OFFICE: 1575	XCTA28 K CLOUGH
NAME: WTWREG	TEST	COUNTY/TRIBAL UNIT: 40	CASE MANAGER: XCT266
<b>TYPE OF ACTION:</b>	<b>C</b>		
OFFICE/REGION:	1575 0005	1575 0005	1571 0001
COMPONENT/STATUS:	EMP SEARCH	ENR W/ORIENT	ENR W/ORIENT
PHASE/SANC IND:	A N	A	A
BEGIN DATE:	12 17 03	12 17 03	11 01 01
STAFF/PROVIDER ID:	XCT266 0001	XCT266 0001	XCT266 0001
SCH HRS: WKY/DLY:	20 04		
FREQ: DAYS PER MM:	20		
<b>FUNDING SOURCE:</b>	<b>WTFL</b>		
EMP PRV ID:			
SITE ID/DOT:			
NON-APPROVAL CD:			
ANTIC END DATE:	12 31 03		
COMPLETION CODE:			
ACTUAL END DATE:	12 17 03	11 01 01	
			PAGE: 1
NEXT TRAN: _____	PARMS: 6100512483 _____		
FREQ: DAYS PER MM: 20			

This will return the WPCS screen. The worker should enter the appropriate component end date, using a date not greater than 1-23-04, and enter an appropriate component completion code. If the reason the component is ending is due the rescission of the WtW program, we recommend using the completion code "B", which will indicate the component was "Interrupted". If, however, the component ended for another reason, then use the appropriate code. An example of ending a component with "B" is shown below:

WPCS	CREATE/UPDATE COMPONENT/STATUS	12/17/03 15:00
		XCTA28 K CLOUGH
PIN: 6100512483	REGION: 0005	OFFICE: 1575
NAME: WTWREG	TEST	COUNTY/TRIBAL UNIT: 40
TYPE OF ACTION: C (A-ADD U-UPDATE C-COMplete D-DELETE)		
COMPONENT/STATUS: ES EMP SEARCH		
PHASE: A (P-PENDING S-SCHEDULED A-ACTUAL)		
BEGIN DATE: 12 17 2003		
STAFF ID: XCT266		
PROVIDER ID: 0001		
WEEKLY SCHEDULED HOURS: 20	W-2 SANC IND (Y/N): N	
DAILY SCHEDULED HOURS: 04	FREQUENCY (DAYS PER MONTH): 20	
FUNDING SOURCE: WFTL		
EMPLOYER PROVIDER ID: _____		
SITE ID: _____		
DOT: _____		
NON-APPROVAL CODE: _____		
ANTICIPATED END DATE: 12 31 2003		
COMPLETION CODE: B		
ACTUAL END DATE: 01 17 2004		
PF13 WPSC	PF14 POST ANOTHER COMPONENT	
NEXT TRAN: _____	PARMS: 6100512483	

Once the Completion code and Actual End Date have been entered, press ENTER and the component will be closed.

For WtW participants not participating in a qualifying training activity, the next step will be to complete the individual from WtW on screen WPWI.

#### Complete program participation on WPWI

Once this information is entered, the worker can return to WPWI to enter the actual Completion code and completion date.

The worker should carefully check over screen WPWI to check the co-enrollment status of the individual. It is possible for the individual to be open in more than one program and this information can be gleaned from WPWI. For example, the individual could be open in any of the following programs along with WtW:

- Wisconsin Works (W2) Program
- Children First (CF)
- Food Stamps Employment and Training Program (FSET)

By carefully checking WPWI the worker can make the appropriate determinations.

If the individual is open in WtW and W2, WPWI should look like the following:

WPWI	UPDATE WP CLIENT INFORMATION - 1		12/16/03 13:23
			XCT266 K CLOUGH
PIN: 3100647416			
SSN: 512 20 3156	WDA: 02	CTY/TRIBE: 40	OFFICE: 1575 NEW OFFICE: _____
NAME: BSTALERT	PALCED-100503		
ADDRESS: 101	MAIN ST		
CITY: MILWAUKEE	STATE: WI	ZIP: 53701	MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:	MESSAGE PHONE: _____		
PRIMARY WAGE EARNER: N	HEAD OF HOUSEHOLD: Y DOB: 08 17 1974		
<b>CASE: 3700314337 CAT: WW C</b>	SEQ: 01	CF RFA:	CF RFA DATE:
REGION NUM: 05	WT RFA: 2700316827	WT RFA DATE: 05-17-03	
LF STATUS:	ABAWD: N	WA RFA:	WA RFA DATE:
CF: FROM:	CTY:	CF COMP CD: _____	CF COMP EFF DT: _____
<b>WT: O FROM: 05-17-2003</b>		WT COMP CD: _____	WT COMP EFF DT: _____
WA: FROM:		WA COMP CD: _____	WA COMP EFF DT: _____
CASE MGR: XCT266	*WP REG CD: M	SYST STS: E	FEP ID: XCT266
ES WKR: XCT266	IM REG: N	IM REG EFF: 12 16 2003	
*EFF DT: _____	DT OF LAST CON: 11 01 2003	E/SC: <b>W2 PLACE: W2T</b>	
2PAR: NO DESC: NOT A 2-PARENT HOUSEHOLD			
PF13 WPED	PF14 WPJR	PF15 WPWC	PF22 ACWI
NEXT TRAN: _____	PARMS: 3100647416 _____		

Notice here that there is a case number listed in the CASE field and that the CAT is WW C. Also, there is W2 placement information listed here, in the example above the placement is for W2T.

If the individual were open in WtW and FSET, WPWI would look like the following:

WPWI	UPDATE WP CLIENT INFORMATION - 1		12/16/03 13:30
			XCT266 K CLOUGH
PIN: 810065xxxx			
SSN: 351 xx xxxx	WDA: 02	CTY/TRIBE: 40	<b>OFFICE: 2571</b> NEW OFFICE: _____
NAME: SHARON	WTW		
ADDRESS: 1111	JACKSON ST		
CITY: MADISON	STATE: WI	ZIP: 53703	MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:	MESSAGE PHONE: _____		
PRIMARY WAGE EARNER: N	HEAD OF HOUSEHOLD: Y DOB: 01 01 1960		
<b>CASE: 8700316580 CAT: FS</b>	SEQ: 01	CF RFA:	CF RFA DATE:
REGION NUM: 01	WT RFA: 2513658711	WT RFA DATE: 06-14-03	
LF STATUS:	ABAWD: N	WA RFA:	WA RFA DATE:
CF: FROM:	CTY:	CF COMP CD: _____	CF COMP EFF DT: _____
<b>WT: O FROM: 5125745755</b>		WT COMP CD: _____	WT COMP EFF DT: _____
WA: FROM:		WA COMP CD: _____	WA COMP EFF DT: _____
CASE MGR: XCT266	*WP REG CD: M	SYST STS: E	FEP ID:
ES WKR: XCT061	IM REG: M	IM REG EFF: 12 16 2003	
*EFF DT: _____	DT OF LAST CON: 12 15 2003	E/SC: W2 PLACE:	
2PAR: DESC:			
PF13 WPED	PF14 WPJR	PF15 WPWC	PF22 ACWI
NEXT TRAN: _____	PARMS: 351024242 _____		

Again notice that there is case number listed in the CASE field and that the CAT is FS. Also notice that the office number begins with a "2", which indicates that the individual is open in the FSET WP office.

As mentioned, the individual could also be open in CF along with WtW. If the individual were open in the CF program, there would be an "O" (for Open) next to the CF field on WPWI.

Making the appropriate co-program participation determination is a very important part of the WtW closure process. If the WtW individual is in fact open in another program, it means the individual must **NOT** be disenrolled from Work Programs after WtW is completed on WPWI. If in fact WtW is the only program open, then the worker must disenroll the WtW individual after completing WPWI.

To complete WtW on WPWI, the worker will need to enter a completion code to indicate the WtW individual has closed due to the sun-setting of the WtW program. The code that must be used is "PA" - "Program Authorization Ended", with a Program completion date that is not greater 1-23-04, as shown below:

WPWI	UPDATE WP CLIENT INFORMATION - 1		12/16/03 13:30
			XCT266 K CLOUGH
PIN: 81006xxxxx			
SSN: 351 xx xxxx	WDA: 02	CTY/TRIBE: 40	OFFICE: 2571 NEW OFFICE: ____
NAME: SHARON	WtW		
ADDRESS: 1111	JACKSON	ST	
CITY: MADISON	STATE: WI	ZIP: 53703	MAILING ADDRESS ON WPWC: N
PRIMARY PHONE:	MESSAGE PHONE:		
PRIMARY WAGE EARNER: N	HEAD OF HOUSEHOLD: Y	DOB: 01 01 1960	
CASE: 8700316580 CAT: FS SEQ: 01	CF RFA:	CF RFA DATE:	
REGION NUM: 01	WT RFA:	WT RFA DATE:	
LF STATUS: ABAWD: N	WA RFA: 4700316845	WA RFA DATE: 12 16 03	
CF: FROM: CTY:	CF COMP CD:	CF COMP EFF DT:	
WT: FROM:	<b>WT COMP CD: PA</b>	<b>WT COMP EFF DT: 01 23 2004</b>	
WA: O FROM: 11 02 2003	WA COMP CD:	WA COMP EFF DT:	
CASE MGR: XCT266	*WP REG CD: M	SYST STS: E	FEP ID:
ES WKR: XCT061	IM REG: N	IM REG EFF: 12 16 2003	
*EFF DT: ____	DT OF LAST CON: 12 15 2003	E/SC:	W2 PLACE:
	2PAR: DESC:		
PF13 WPED PF14 WPJR PF15 WPWC PF22 ACWI			
NEXT TRAN: ____	PARMS: 351024242		

#### Disenroll from Work Programs where appropriate

Once the individual has been completed from WtW on WPWI, the worker will then determine whether the individual should be disenrolled from Work Programs. Again, this decision will be based on the co-program participation status of the individual. If the individual is open in another program as discussed above, then the individual must **NOT** be disenrolled.

If, however, the individual is not open in another program, the worker should disenroll the individual using the WPDS screen.



On WPDS, the worker will check that the Disenrollment reason is "Other" and enter a "Y" to confirm the disenrollment, as shown below:

WPDS	DISENROLLMENT	12/16/03 13:57
		XCT266 K CLOUGH
PIN: 81006xxxxx		OFFICE: 2571
NAME: WTW	SHARON	COUNTY/TRIBAL UNIT: 40
DATE:	12 16 2003	
REASON:	SANCTION _	OTHER Y
CONFIRM DISENROLLMENT (Y/N)? Y		
NEXT TRAN: _____	PARMS: 351024242_____	

## CONTACTS

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★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.